

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> A52231
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Supply Clerk, FSN-805	FSN-4; FP-AA	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Supply Clerk (Stock)	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Administrative Section	a. First Subdivision General Services Office
b. Second Subdivision Property Unit	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 20px;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 20px;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 20px;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between; margin-top: 20px;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**

Manages physical stock of expendable supply stockroom as well as Welcome Kit creation and distribution of the U.S. Mission

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
1) Receives approved supply requests, fills request based on stock in warehouse. Picks from shelves (using a first in-first out principle), packs and delivers to customer. Uses judgment on filling requests for items in short supply. Together with Supply Clerk, creates and tracks requests for items that need to be replenished.	<b>40%</b>

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**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
High School Diploma required.
- b. Prior Work Experience:  
Two to three years of experience working in a warehouse or working with supplies inventory is required.
- c. Post Entry Training:  
None. Incumbent must receive on the job training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level 2 (Limited knowledge) speaking/reading/writing English and Level 3 (Good working knowledge) speaking/reading/writing Spanish required.
- e. Job Knowledge:  
Knowledge of property management, inventory controls, warehouse principles; safe lifting principles. Basic use of Microsoft software is required.
- f. Skills, and Abilities:  
Must possess a valid Panamanian driver's license (Type-C). Ability to drive vans and pickup trucks, to include use of forklifts and hand trucks; capable of moderate to heavy physical work; ability to lift heavy objects required; must be a team player.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Direct supervision by Warehouse Supervisor; occasional work guidance from Supply Clerk (Inventory); indirect supervision from Assistant and Supervisor GSO.
- b. Supervision Exercised:  
NONE
- c. Available Guidelines:  
6 FAM, Local Mission Policy and Directives, State Department cables, as instructed by supervisory chain of command
- d. Exercise of Judgment:  
Limited. In creating suitable Welcome Kits for incoming/departing employees based on standard guidelines; how best to arrange stock given areas and conditions of areas; on exactly what items to deliver
- e. Authority to Make Commitments: NONE
- f. Nature, Level, and Purpose of Contacts:  
Extremely limited – mainly low level embassy employees and family members during delivery of supplies and Welcome Kits; other GSO staff

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| g. Time Expected to Reach Full Performance Level:<br>Six (6) months |
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**DS-298, Interagency Post Employee Position Description  
Supply Clerk (Stock)**

Continuation.

14. Major Duties and Responsibilities, cont.

- 2) Keeps supply shelves and stock in order. Places new supplies as received on shelves, adjusting space to accommodate; maintains space plan; keeps supply area clean and orderly.  
25%
- 3) Creates and distributes Welcome Kits: receives request for Welcome Kit, assembles Welcome Kit based on size and composition of family, creates check out sheet for items issued, delivers/picks up Welcome Kit together with other Supply Clerk. Verifies that items are clean and in good condition. Checks for completeness and cleanliness when Kits are returned. Places requests to replace damaged/worn-out items. Tracks location of Welcome Kits.  
20%
- 4) Other duties as required, such as assists movers with moving furniture and delivery of property; cleans warehouse; drivers Warehouse vans, pickup trucks, forklift; acts as back-up Supply Clerk (Inventory); assists with Annual Inventory of Expendable and Non-Expendable Supplies; assists with auctions.  
15%